

## Qualifications and Duties of Library Personnel

### Librarian:

Training Requirements: B. A. and B. S. or M. S. in Library Science. At least 5 years experience in public library work, with some experience in an administrative position.

Duties:

1. Make recommendations to the Trustees concerning plans, objectives and policies of the Library, and administers these policies.
2. Is responsible for the operation of the Library. Hires, trains and directs all personnel, maintains records on the operation of the library.
3. Purchases new books for the library, materials and supplies.

### Assistant Librarian(Professional)

Training B. A., B. S. in Library Science or at least two years experience in public library work.

Duties

1. To assist in the administration of the library.
2. To assume responsibility for other functions assigned by the librarian.
3. To be in charge of the library in the absence of the librarian.

### Children's Librarian (Professional)

Training: B. A., B. S. in Library Science or at least two years experience in work with children.

Duties:

1. To be in charge of the Children's Library Room.
2. To initiate recommendations concerning policies, plans, rules and operating procedures to the Head Librarian concerning the Children's Room.
3. Recommends new books to be purchased.
4. Is responsible for the direction of assistants and other personnel.
5. Plans and executes a program of school coordination with the Library.
6. Conducts story hours.

### Library Assistants, Non Professional (full time)

Qualifications: High School diploma or Junior College plus experience deemed appropriate by the Head Librarian.

Duties:

1. To serve under the immediate direction and supervision of the Librarian or other designated authority.
2. To perform library routines.

### Library Assistants, Non Professional (part time)

Qualifications: Same as Library Assistants, Non professional (full time)

Duties: Same as " " " "



Pages

Qualifications:

Students

Duties:


1. Shelve books
2. Repair books
3. Other duties, designated by an authorized supervisor.





Hugh F. Colliton, Jr.'s Library Questionnaire  
March 5, 1962  
36 Inquiries - 30 Responses

	Professional		Employed Over 5 Years		Present Salary Or Salary Range		Change in 1962		Is Replacement Possible at Present Salary	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Abington (one certified "by training"; other married and living in town)	X		X		\$3,200.			X		X
Acushnet	X			X	\$1.26 per hour			X		questionable
Adams	X			X	\$4,493.80			X		?
*Andover	X		X		\$6,841.			X (+4.2%)		X
Athol	X			X	\$3,900. (\$100 per yr.)			X 4,500-5,100 (by merit)		X (on 1962 scale)
*Auburn	X			X	\$5,700.			Rate just set		X
Bedford		X	X		\$4,500.			X		looking for pro- fessional; with pay \$6,000. if satisfied
- Bridgewater										
*Canton	X		X		\$4,940. (5 yrs) \$6,175			X		X
Clinton		X	X		\$ 66.73 per wk. \$ 73.50 per wk.			X		X
Cohasset	X		X		\$4,800.			?		?
- East Bridgewater										
Dartmouth		X	Vacancy		\$4,264. but trying to get town to accept \$5,054.50-\$5,408 for recruiting			X		X
Franklin	X			X	\$5,000.					



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	Professional		Employed Over 5 years		Present Salary Or Salary Range		Change in 1962		Is Replacement Possible at Present Salary	
	Yes	No	Yes	No			Yes	No	Yes	No
* Westwood					Library Director (new position) being created, with salary range of \$5,600 (\$ 4 yrs.)					
- Northbridge										
Wilbraham	X			X	\$4,500	\$ 4,800.	X		X	
Williamstown		X	X			\$ 1,900.	X			X
Wilmington		X	X			\$ 4,000.	X			X
Whittensville	X			X		\$ 4,400.	X	(+ \$500.)		X

